Manchester Public Schools

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www.mpspride.org

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Manchester Public Schools
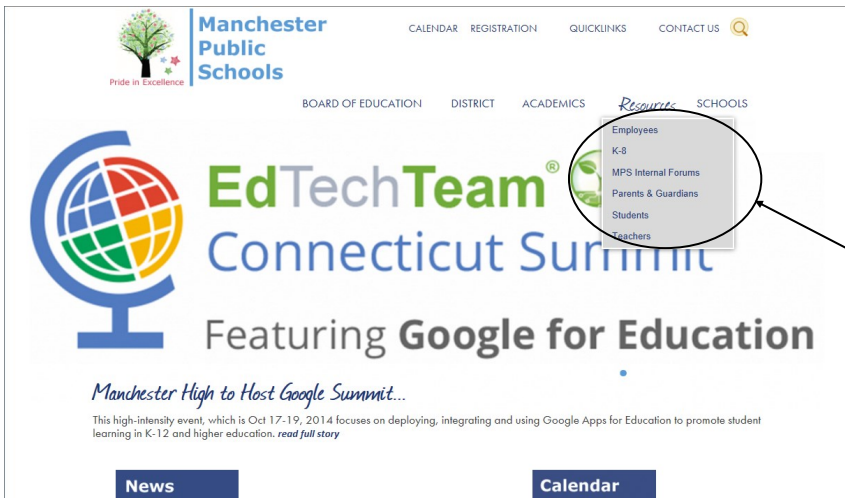## MUNIS Employee Self Service

MUNIS Employee Self Service is an internal website that as a Manchester Board of Education employee, you may go to view your employee profile, view paystubs, update W-4 information, and even sign up for specific training sessions. It is a tool to help you stay connected, updated and informed. Please read through these instructions on how to locate and use the site most effectively.

If you have any concerns or issues using MUNIS Self Service, please contact the Human Resource Department at (860) 647-3440.

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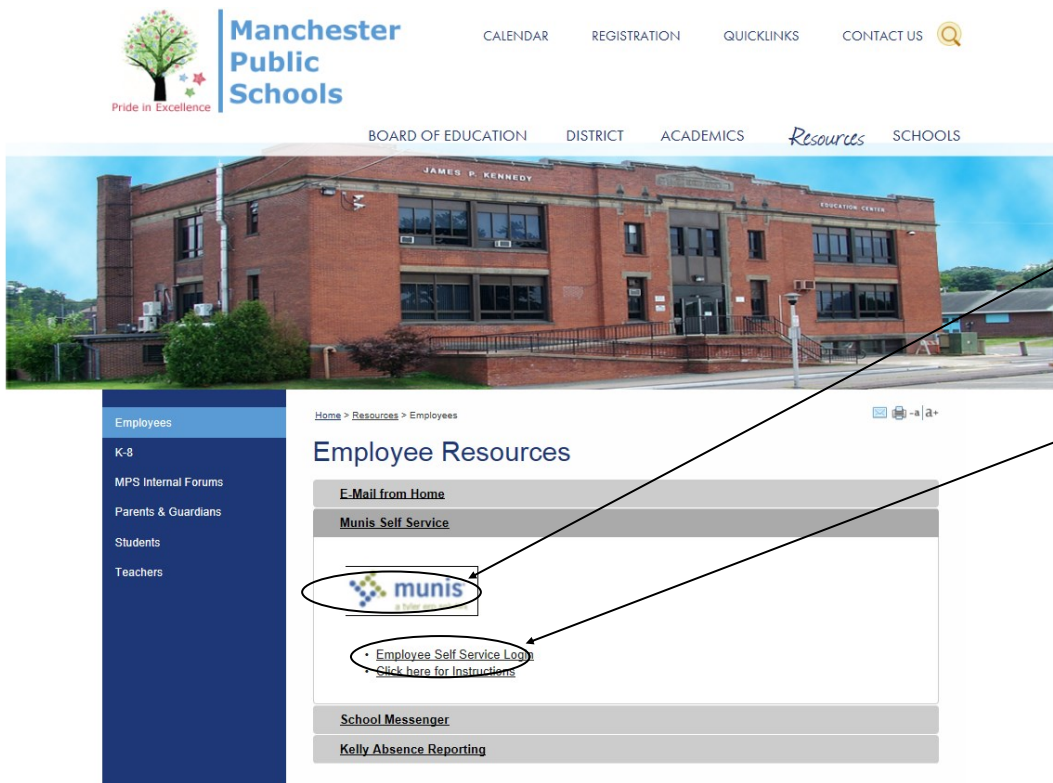# Locating MUNIS Self Serve

Using a web browser (i.e., Internet Explorer), go to the Manchester Public Schools homepage

http://www.mpspride.org

click on Resources tab and select the Employees link .

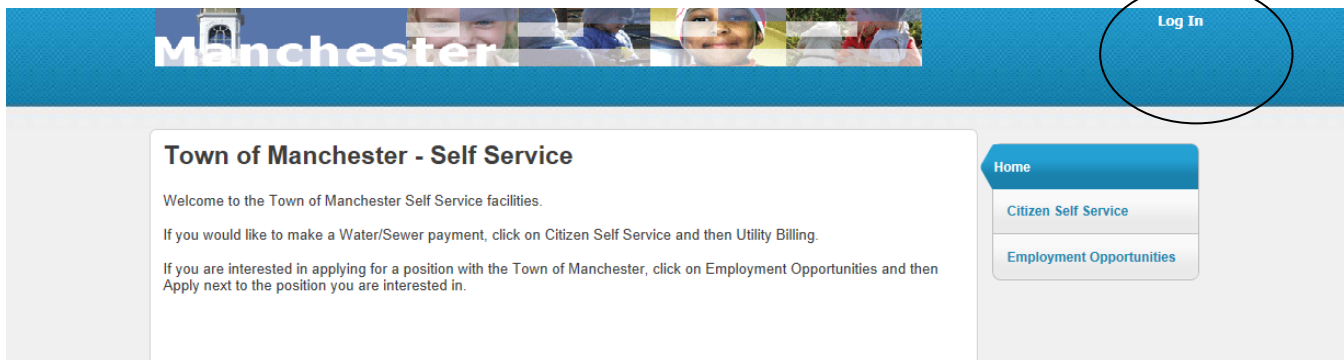
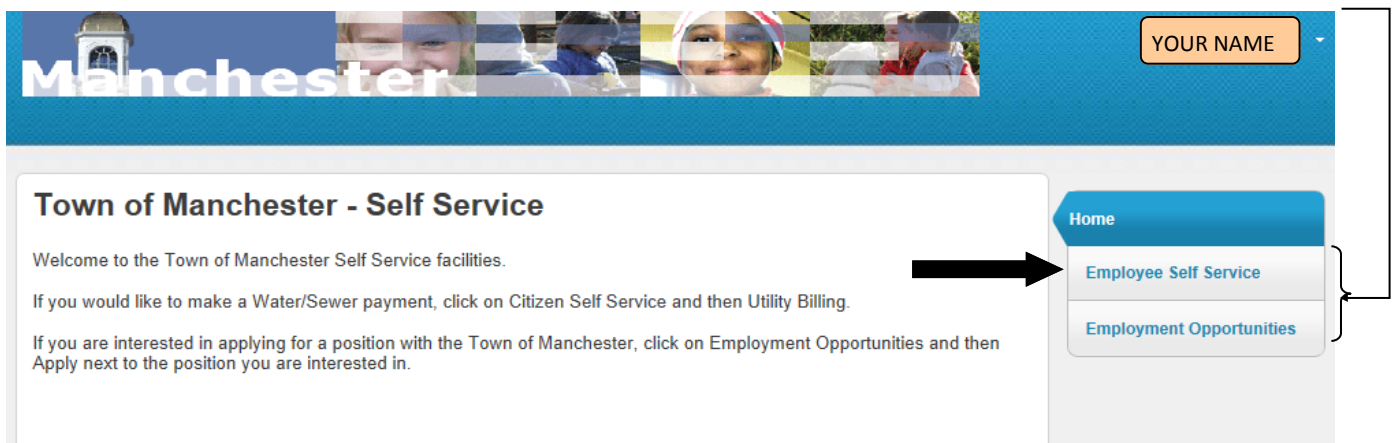Click on MUNIS Self Service to display the Self Service options.

Click on Employee Self Service Login to log onto the system.

Logging on to MUNIS Self Serve

Click on the Log In link located in the top RIGHT corner of the page. You will then be prompted to enter your username and password. Your username* will be your first initial and last name. Your password will be the last four digits of your social security number initially but you will be prompted immediately to change it. Make it something that you will remember. *Those employees with duplicate first initials and last names will be notified via email with your special username and password. Those employees with hyphenated last names will use your SECOND portion of your last name as the "last name" portion of your user name.

Town of Manchester - Self Service

Welcome to the Town of Manchester Self Service facilities.

If you would like to make a Water/Sewer payment, click on Citizen Self Service and then Utility Billing.

If you are interested in applying for a position with the Town of Manchester, click on Employment Opportunities and then Apply next to the position you are interested in.

Home

Citizen Self Service

Employment Opportunities

On the right side of the page are two options: "Employee Self Service" and "Employment Opportunities". Click on "Employee Self Service" to view your profile.

YOUR NAME

Town of Manchester - Self Service

Welcome to the Town of Manchester Self Service facilities.

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Home

Employee Self Service

Employment Opportunities

Main Page of MUNIS Self Serve

The main page for Employee Self Serve will give you an overview of your profile. You can review your personal information on file with us, along with available time and the last few paycheck received. ALSO, please make sure to check out the "ANNOUNCEMENTS" section. We will be using this for any staff notices and important information. You will have to scroll down in this section to view **Manchester Public Schools** announcements.

To view documents, forms, etc., you can click on the Resources tab in the upper right corner. This section us currently under construction. Please continue to visit the Manchester Public School's website "Departments" section for all forms and documents needed.

MUNIS Self Serve Options

Home

Employee Self Service

Benefits

Pay/Tax Information

Personal Information

Time Off

Training Opportunities
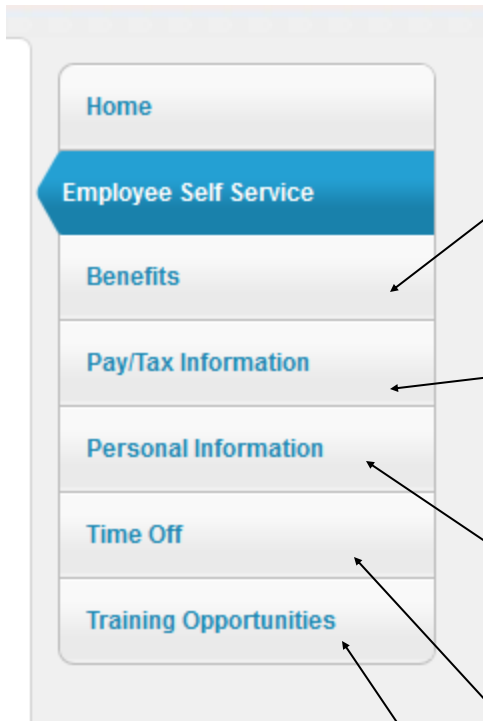
Benefits – This section is "under construction" and should be ready for the Spring of 2015.

Pay/Tax Information – This displays a summary of each pay check going back to 2010. To view the details of each pay period, click on the View Details button. This will display your pay along with all of your deductions.

Personal Information – This section shows the information that is entered in MUNIS concerning your home address, phone number, email address, and emergency contact information.

Time Off – This screen displays your accrual amounts. You can see the amount of Sick, Personal, or other Leave Times you have Earned, Taken, and have Available.

Training Opportunities – This option is "under construction".

Certifications—(For Certified Staff only.) This section will show any State of Connecticut Educator Certifications that we have on file for you. If it is blank, and you have a certification, then you must contact Human Resources immediately to update your records.

Pay/Tax Information

Pay/Tax Information

YOUR NAME   Year 2014 ▼

Check Date	Pay Period	Status	Gross Pay	Net Pay	
4/17/2014	3/30/2014 - 4/12/2014	Cleared			Details
4/4/2014	3/16/2014 - 3/29/2014	Cleared			Details
3/21/2014	3/2/2014 - 3/15/2014	Cleared			Details
3/7/2014	2/16/2014 - 3/1/2014	Cleared			Details
2/21/2014	2/2/2014 - 2/15/2014	Cleared			Details
2/7/2014	1/19/2014 - 2/1/2014	Cleared			Details
1/24/2014	1/5/2014 - 1/18/2014	Cleared			Details
1/10/2014	12/22/2013 - 1/4/2014	Cleared			Details

> **YTD Information** displays a summary of your pay and deductions for the Year to Date. You can go back to 2010 by clicking on the drop down box and selecting a year.

> Amount of Gross and Net pay are listed here.
>
> "Cleared" indicates that the check was Direct Deposit.
>
> "Details" are deductions and taxes for that pay deposit.

Home

Employee Self Service

Benefits

Pay/Tax Information

   YTD Information

   W-2

   1099-R

   W-4

   Paycheck Simulator

   Personal Information

> You may click on **W2** to review your information for each year. The W2 information for the previous year will not be displayed until Payroll has completed the W2 process in January of the current year.

W-4 Information

YOUR NAME

FEDERAL

Marital Status	SINGLE
Exemptions	1
Additional Amount	$0.0000000000

CONNECTICUT

Marital Status	FILING STATUS "F"
Exemptions	0
Additional Amount	$0.0000000000

> Clicking on **W-4** will display the information that you selected on your State and Federal Income Tax forms. If you need to make any changes, please contact Payroll for an updated form or select the form from the list on for the Payroll Department on the web site..

Paycheck Simulator

Pay cycle: 1 ▼ Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount

	Marital	Exemptions
Federal Tax	SINGLE ▼	1
State Tax	FILING STATUS "F" ▼	0
Local Tax	▼	0

Deduction Details

Description	Amount
BOE DB TOWN RETIREMENT	
MEDCO RX	
TOMMIF HEALTH	
DENTAL RIDER	
BASIC DENTAL	

Calculate   Reset

> Clicking on **Paycheck Simulator** will allow you to "test" any adjustments for income tax deductions. This does NOT affect your paycheck. This is just a simulator.

Personal Information

Personal Information

Address / E-mail change

Your Name
Address
Phone   Email

Options change
W-2 Delivery Method   Email

Telephone   Add Telephone Number

Type	Description	Number	Unlisted	
PRIMARY				Change

Dependents
No Dependent information to display.

Emergency Contacts   Add Emergency Contact
No Emergency Contact information to display.

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You are allowed to make several changes to your **Personal Information** right here on Self Serve. You can update your address, phone numbers and emergency contacts. At this time, dependents are not listed.

An "Unlisted Number" means that it will not be used in any profiles or distribution lists.

Employee Profile

Return to Personal Information

General information
Name
Employee ID
SSN
Active status
Personnel status
Office location
E-Mail address
Alternate e-mail address
Hire date
Service date
Original hire date
Supervisor
Supervisor e-mail
Demographic information
Date of birth
Gender
EEO ethnicity
Marital status
Privacy setting
DOE ethnicity
DOE Race
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

Employee Profile shows the current employment information for you. If a change is needed to data that can not be updated in the **Personal Information** section, please contact Human Resources at boehr@mpspride.org.

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Change and Updates to Personal Information

Personal Information

Address / E-mail change

Your Name
Address
Phone   Email

Options change
W-2 Delivery Method   Email

Telephone   Add Telephone Number

Type	Description	Number	Unlisted	
PRIMARY				Change

Dependents

No Dependent information to display.

Emergency Contacts   Add Emergency Contact

No Emergency Contact information to display.

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To modify the information contained in your profile, select Change or Add for the information to be changed. For example, to add an **Emergency Contact**, select "Add Emergency Contact". This opens an input screen. Input the required information and select "Update" to update your profile. "Cancel" will cancel the request.

Emergency Contact Information

* required field

Name:* [   ]

Relationship: [none selected] ▾

Telephone Number:* [   ]

Comments: [   ]

★ Update   Cancel

Time Off and Logging Off

Time Off

	Maximum Allowed	Earned	Projected Earned* through 4/27/2014	Taken	To Be Taken	Currently Available	Projected Available* through 4/27/2014
VAC (H)							
SICK (H)							
PERSONAL (H)							
LWP (H)							
LWOP (H)							

> The section for "Time Off" shows you your total amount of earned time, taken time, and currently available time. When you click on Summary, you will see a list of all accrued time, and during which pay period it was earned or taken. *This is not where you will schedule time off. You must still report all absences through Kelly Services.*

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver:

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To log off MUNIS Self Serve, click the down arrow next to your name in the top RIGHT hand corner of the screen. This will list the options available at the log in level, including **Log Out.** This will end your session.

Manchester

Home
My Account
Log Out

Emergency Contact Information

* required field

Name:*

Relationship: [none selected] ∨

Telephone Number:*

Comments:

[Update] [Cancel]

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